



Administration for Children and Families

Administration on Children, Youth, & Families

Family Violence Prevention and Services/Expanding Services for Children and Youth

HHS-2010-ACF-ACYF-EV-0084

Application Due Date: 07/30/2010

Family Violence Prevention and Services/Expanding Services for Children and Youth

HHS-2010-ACF-ACYF-EV-0084

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services
Administration for Children & Families**

Program Office: Administration on Children, Youth, & Families - Family & Youth Services Bureau
Funding Opportunity Title: Family Violence Prevention and Services/Expanding Services for Children and Youth
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-ACYF-EV-0084
CFDA Number: 93.592
Due Date For Letter of Intent: 07/15/2010
Due Date for Applications: 07/30/2010
Executive Summary:

Three State Domestic Violence Coalitions, Tribal Coalitions, or other nonprofit entities with expertise in domestic violence programs and statewide capacity or capacity to conduct a project across a Tribe will be funded to expand and enhance responses to and local services available for children exposed to domestic violence across a selected State or Tribe.

I. Funding Opportunity Description

Statutory Authority

Fiscal Year (FY) 2010 grant awards are authorized by the Family Violence Prevention and Services Act, 42 U.S.C. section 10404 (extended by the Department of Health and Human Services Appropriations Act, 2010, Pub. L. 111-117, and/or any subsequent pertinent legal authorities).

Description

Description: General Notes

Grantees will be bound by those provisions of the FVPSA which are generally applicable to all recipients of FVPSA funding, including but not limited to those provisions in 42 USC 10406 and 10421.

For purposes of this announcement, the term "domestic violence" has the same definition as the term "family violence" as provided by the FVPSA in 42 USC 10421(1).

"Domestic violence field" refers to organizations and to local, State, Tribal, or national networks which seek to prevent domestic violence or assist its victims.

In this announcement, the term "State" includes each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

Description: History and Purpose

Approximately 15.5 million children are exposed to domestic violence every year. Nationwide, half of all residents of domestic violence shelters are children. A one-day census of services provided by domestic violence programs found that on a single day, 10,385 children received emergency shelter and supportive services, 6,073 children were in transitional housing programs with their parent, and 6,430 children accessed non-residential domestic violence intervention services. These numbers include adolescents and teens, which have unique needs that must be addressed in addition to those of younger children. In addition to having been exposed to violence, these young people may be in abusive dating relationships. Thus, these children and youth need quality services to address the trauma they have experienced and to break the cycle of violence.

The Family and Youth Services Bureau (FYSB) will support three grantees in carrying out projects which will:

1. Build an evidence base for services, strategies, advocacy and interventions for children and youth exposed to domestic violence;
2. Expand the capacity of domestic violence programs to address the needs of children and adolescents coming into emergency shelters;
3. Expand the capacity of domestic violence programs to address the needs of non-sheltered families and their children;
4. Develop and enhance community-based interventions for children and youth exposed to domestic violence whose parents have not sought services or support from a domestic violence program;
5. Expand the capacity of State Domestic Violence Coalitions or other Statewide or Tribal technical assistance providers to address issues regarding children and youth exposed to domestic violence;
6. Create Statewide and local improvement in systems and responses to children and youth exposed to domestic violence; and
7. Lead to nationwide dissemination of lessons learned and strategies for implementation in communities across the country.

Description: Outcomes Expected

By the end of the grant period, each grantee will be expected to have contributed toward FYSB's research and training goals by improving responses to children and youth exposed to domestic violence across the targeted State or Tribe, providing new or enhanced services to children and youth exposed to domestic violence, and helping to develop and provide peer-to-peer technical assistance and a national dissemination plan. Grantees may also have completed other systems advocacy and community outreach goals.

Description: Approach

State Domestic Violence Coalitions, Tribal Coalitions, or other eligible entities with Statewide capacity or

capacity to conduct a project across a Tribe, in partnerships that will include one or more identified domestic violence victim service providers, will improve their capacity to respond to and serve children exposed to domestic violence. Grantees must have identified project partners before application and include Memoranda of Understanding (MOUs) in their application package. MOUs must be detailed, include the roles and responsibilities of both parties, and describe compensation to be provided.

Grantees must conduct the following activities.

1) Create Statewide or Tribal improvements in responding to children exposed to domestic violence, such as guidelines for service providers, trainings for service providers or for other organizations and agencies that impact children and youth exposed to domestic violence, or positive change to one or more systems, such as child protective services, public housing or the courts, that impact children and youth exposed to domestic violence.

2) With the goals of testing models, learning implementation strategies, evaluating projects and disseminating lessons learned, provide new or enhanced residential or nonresidential services to children exposed to domestic violence:

- These services must:

1. Be age-, developmentally and culturally appropriate;
2. Include specific services and activities for teens as well as younger children;
3. Be trauma-informed;
4. Consider the relationship between the parent and child and the parent-child bond;
5. Where appropriate, provide some services while working with a non-abusive parent and child together (services need not always be provided with both the parent and child physically present);
6. Make referrals to long-term services as appropriate;
7. Include coordinating services with services provided by child welfare systems, Head Start programs, and/or other relevant benefit and services programs;
8. Include advocacy on behalf of the child and, as appropriate, the non-abusive parent;
9. Be voluntary and maintain stringent confidentiality standards; and
10. Be structured as part of an evaluative process and documented as appropriate.

- These services may:

1. Be residential or non-residential;
2. Include peer support for non-abusive parents;
3. Provide services for non-abusive parents to support those parents' roles as caregivers and their roles in responding to the social, emotional and developmental needs of their children;
4. Provide support to children and families who are required or choose to remain in contact with a parent who has been abusive in circumstances where it is determined to be safe and in the child's best interest;
5. Provide early childhood development and mental health services;
6. Include community-based projects and outreach; and
7. Maintain ongoing contact, including home visitation, with the family or child after the family has left residential or non-residential services.

3) Help develop and participate in peer-to-peer technical assistance in coordination with the FYSB grantee providing Technical Assistance and Resource Development to Expand Services for Children and Youth.

4) Help develop and participate in a national dissemination plan in coordination with the FYSB grantee providing Technical Assistance and Resource Development to Expand Services for Children and Youth.

- 5) Make an organization-wide commitment to incorporating the needs of children and youth exposed to domestic violence in planning and carrying out all activities. This commitment must include providing relevant training for all staff.
- 6) Incorporate the voices of children and youth as well as their non-abusive parents through strategies such as focus groups, participation in advisory groups, surveys, or other mechanisms for gathering meaningful feedback.

Grantees may conduct the following activities:

1. Conduct needs assessments across a Tribe, State, and/or community(ies);
2. Develop partnerships with community-based programs;
3. Advocate for systems change; and
4. Conduct community outreach.

Grantees may incorporate a planning period into their grant activities. If a needs assessments across a Tribe or State is planned, grantees may take up to a year to conduct the assessment and the planning. If such an assessment is not planned, the planning period should be more modest in accordance with the types of planning and activities anticipated.

Description: Evaluation

Grantees must develop and conduct internal evaluations appropriate to their unique projects. Evaluations must include measurable outcomes in addition to outputs. Grantees will receive support and technical assistance in developing their evaluations from FYSB's grantee providing Technical Assistance and Resource Development to Expand Services for Children and Youth.

Grantees must also work with the Technical Assistance and Resource Development to Expand Services for Children and Youth grantee (which in turn is working with Division of Family Violence Prevention staff and national, state and local experts) to develop a small set of consistent evaluation measures to be used by all the Expanding Services for Children and Youth grantees.

Description: Eligible Entities

Eligible entities are:

- State Domestic Violence Coalitions funded under the Family Violence Prevention and Services Act (42 U.S.C. 10401 et. seq.);
- Tribal Domestic Violence Coalitions with capacity to conduct a project across the Tribe; and
- Other nonprofit entities that provide shelter or related assistance (as defined by the FVPSA), or technical assistance regarding such shelter and related services, and which have capacity to conduct a project across the targeted State or Tribe.

Organizations that are not FVPSA-funded State Domestic Violence Coalitions must demonstrate the ability to manage a Statewide project or a project across a Tribe, including documented prior work Statewide or across the Tribe, a documented history of providing effective technical assistance, documented support from domestic violence service providers within the State or Tribe, and providing any other evidence establishing their capacity to manage a project across the State or Tribe.

All applicants must demonstrate support from community stakeholders. The application should include letters of support from stakeholders such as local, State, Tribal, or national organizations that have experience with the grantee and can speak to the applicant's prior work and capacity to undertake the project. The letters must, alone or in combination, include stakeholders that are working to address domestic violence, advocate on behalf of or provide age-appropriate services to children or youth, and represent the communities that the applicant intends to serve. Letters must also show the correspondent's willingness to work together with the applicant during the course of the grant.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$450,000
Expected Number of Awards:	3
Award Ceiling:	\$150,000 Per Budget Period
Award Floor:	\$140,000 Per Budget Period
Average Projected Award Amount:	\$150,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Applicants should apply for a 36-month (3-year) project with three (3) 12-month budget periods. Depending on Federal appropriations, the Family and Youth Services Bureau (FYSB) anticipates that grantees will receive awards of \$150,000 for each 12-month budget period.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Awards, on a competitive basis, will be for a one-year budget period, although projects may be for three years. Applicants should provide a budget for the one-year budget period but must include a plan for the full three years accordingly.

Applications for continuation grants funded under these awards beyond the one-year period will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

All awards will be cooperative agreements. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. FYSB will collaborate with grantees throughout the project period.

FYSB will provide consultation and will review and approve the work plan for the project and any revisions made to the work plan during each budget/project period. FYSB will approve significant project activities and changes to project plans. FYSB will review and approve drafts of all updated or new materials that are developed or printed out with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as grantee meetings. Grantees will plan grantee meetings in conjunction with FYSB to ensure participation of FYSB staff.

Grantees will provide a detailed plan for project implementation, a work plan and evaluation schedule, and a plan for reporting on the effectiveness of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the grantee.

FYSB will organize periodic consultations, meetings, briefings, teleconferences and other forums necessary to review current and planned activities, to share information, and to promote national coordination.

FYSB will keep grantees informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing family violence.

The respective responsibilities of FYSB and the successful applicants will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grantees under this announcement.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible entities are:

- State Domestic Violence Coalitions funded under the Family Violence Prevention and Services Act (42 U.S.C. 10401 et. seq.);
- Tribal Domestic Violence Coalitions with capacity to conduct a project across the Tribe; and
- Other nonprofit entities that provide shelter or related assistance (as defined by the FVPSA), or technical assistance regarding such shelter and related services, and which have capacity to conduct a project across the targeted State or Tribe.

Organizations that are not FVPSA-funded State Domestic Violence Coalitions must demonstrate the ability to manage a statewide project or a project across a Tribe, including documented prior work statewide or across the Tribe, a documented history of providing effective technical assistance, documented support from domestic violence service providers within the State or Tribe, and providing any other evidence establishing their capacity to manage a project across the State or Tribe.

All applicants must demonstrate support from community stakeholders. The application should include letters of support from stakeholders such as local, State, Tribal, or national organizations that have experience with the grantee and can speak to the applicant's prior work and capacity to undertake the project. The letters must, alone or in combination, include stakeholders that are working to address domestic violence, advocate on behalf of or provide age-appropriate services to children or youth, and represent the communities that the applicant intends to serve. Letters must also show the correspondent's willingness to work together with the applicant during the course of the grant.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html.

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

FYSB Operations Center
c/o Master Key Consulting
Attention: FV/Services for Children
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Clearly state the name of the grant for which you are applying.

Limit the application to 30 pages, single-spaced. **Pages in excess of the 30-page limitation will be removed and not reviewed.**

Federal forms, Memoranda of Understanding (MOUs), letters of support, organizational charts, board of directors, resumes, audit reports or statements from Certified Public Accountants, and proof of non-profit status will not be counted toward the total number of pages. Remember that shorter applications are often easier for reviewers to fully comprehend.

All pages of an application must be consecutively numbered.

Use 10-point Arial font and 1-inch margins.

When spacing, margins, and font guidelines are not followed, excess pages will be calculated, removed and will not be reviewed.

FYSB suggests that applicants use headings, subheadings, bullet points, extra spaces and formatting such as bold or underline to help grant reviewers easily locate each aspect of your grant application and determine that each point has been addressed in your application.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Applicants must furnish prior to award an executed copy of the Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: <http://www.acf.hhs.gov/programs/ofs/grants/lobby.htm>.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://www.Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Submit letters of intent to:

FYSB Operations Center
c/o Master Key Consulting
Attention: FV/Services for Children
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information,

as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Please refer to *Section I., Description, "Outcomes Expected"* for additional details.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Please refer to *Section I., Description, "Approach"* for additional details.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Please refer to *Section I., Description, "Evaluation"* for additional details.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Organizational Capacity

- Contact persons and telephone numbers
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.

- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **07/15/2010**

Due Date for Applications: **07/30/2010**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at

http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**

- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants,

370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

FYSB Operations Center
c/o Master Key Consulting
Attention: FV/Services for Children
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Hand Delivery

FYSB Operations Center
c/o Master Key Consulting
Attention: FV/Services for Children
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Applications will be judged based on how well they achieve the goals and program requirements outlined in *Section I., Description*. Reviewers will pay close attention to the grant criteria described in *Section I., Description*, particularly the "*Approach*" and "*Eligible Entities*" portions. Applicants should address each aspect described in *Section I., Description*.

Awards may not be made to ineligible entities.

For formatting requirements, please see *Section IV.2., Content and Form of Application Submission*.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 5

Applications will be scored according to the following criteria:

1. The extent to which the application describes clear and appropriate program objectives that will fulfill the program purpose and program requirements as described in *Section I., Description*.
2. The extent to which the application describes a clear need for the proposed project.
3. The extent to which the application provides documentation on the State(s), Tribe(s), organizations and/or communities to be impacted and served.
4. The extent to which the application demonstrates a clear commitment to cultural competency and inclusiveness as discussed throughout *Section I., Description*.

OUTCOMES EXPECTED

Maximum Points: 5

Applications will be scored according to the following criteria:

1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project that will fulfill the program purpose and "*Outcomes Expected*" as described in *Section I., Description*.
2. The extent to which the application responds to each aspect of the "*Outcomes Expected*" as described in *Section I., Description*.
3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

APPROACH

Maximum Points: 40

Applications will be scored according to the following criteria:

1. The extent to which the application responds to *each* aspect of the Approach as described in *Section I., Description.*
2. The extent to which the application describes how the proposed project will operate pragmatically to meet the requirements as described in *Section I., Description, "Approach."*
3. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section I., Description*, and the feasibility of the proposed means of accomplishing these elements.
4. The extent to which the applicant's plan relates project tasks to the objectives; provides a timetable for the accomplishment of significant project activities and products; and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
5. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed.
6. The extent to which the application describes a plan to ensure that confidentiality will be maintained.

EVALUATION

Maximum Points: 10

Applications will be scored according to the following criteria:

1. The extent to which the application describes the frequency of data collection and utilization of program data to make program adjustments. The application should include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis.
2. The extent to which the application demonstrates a feasible plan to conduct an internal evaluation as described in *Section I., Description, "Evaluation."*
3. The extent to which the application describes feasible, measurable qualitative and quantitative outputs and outcomes meeting the criteria described in *Section I., Description, "Evaluation."*
4. The extent to which the application describes what types of support and technical assistance would be needed from the Technical Assistance and Resource Development to Expand Services for Children and Youth grantee to develop an internal evaluation as described in *Section I., Description, "Evaluation."*

ORGANIZATIONAL PROFILES

Maximum Points: 30

Applications will be scored according to the following criteria:

1. The extent to which the application demonstrates that the organization meets all the criteria to be eligible applicants as described in *Section I., Description, "Eligible Entities."* Applications that do not meet the basic, substantive criteria as described in *Section I., Description, "Eligible Entities"* will be considered ineligible.
2. The extent to which the application demonstrates the organizational capacity necessary to undertake the project.
3. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of a program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
4. The extent to which the application describes a plan for training project staff in the appropriate

topics to safely and effectively carry out the grant and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted children and youth and their families.

5. The extent to which the application includes documentation of expertise in all required areas as described in *Section I., Description*.
6. The extent to which the application identifies a Point of Contact for this grant, including telephone number and email address.
7. The extent to which the applicant has identified project partners before application.
8. The extent to which the application includes Memoranda of Understanding (MOUs) as described in *Section I., Description*.
9. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation to be provided, as described in *Section I., Description*.
10. The extent to which the application includes letters of support from stakeholders such as local, State, Tribal, and/or national organizations that have experience with the applicant and can speak to the applicant's prior work and capacity to undertake the project. The letters must, alone or in combination, include stakeholders that are working to address domestic violence, advocate on behalf of or provide age-appropriate services to children or youth, and represent the communities that the applicant intends to serve. Letters must also show the correspondent's willingness to work together with the applicant during the course of the grant.
11. For any applicant organizations that are not FVPSA-funded State Domestic Violence Coalitions, the extent to which the applicant demonstrates the ability to manage a statewide project or a project across a Tribe, including documented prior work statewide or across the Tribe, a documented history of providing effective technical assistance, documented support from domestic violence service providers within the State or Tribe, and any other evidence establishing their capacity to manage a project across the State or Tribe.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

Applications will be scored according to the following criteria:

1. The extent to which a detailed line item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2, Content and Form of Application Submission*.
2. The extent to which the proposed budget and budget justification are feasible for the proposed approach, logical, reasonable and appropriate.
3. The extent to which the proposed budget and budget justification are free of errors.
4. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the "*Approach*" as described in *Section I., Description*.
5. The extent to which the budget delineates fair compensation for all project partners.

BONUS POINTS: Services for American Indian/Alaska Native, Racial or Ethnic Minority, or Immigrant Communities

Maximum Points: 5

Up to 5 bonus points may be awarded based on the extent to which the proposed project will provide culturally appropriate services to Tribes or Tribal organizations, underserved racial and ethnic populations, populations underserved because of geographic location, or populations underserved because of special needs (including but not limited to populations underserved due to language or cultural barriers, disabilities, mental or behavioral health needs, immigration status, sexual orientation or gender identity, or age).

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Grants will be evaluated through an objective, peer-review process. Federal and non-Federal reviewers will be used in the review and selection process. Grants will be reviewed and scored by a small panel of experts and practitioners from the domestic violence field.

Non-Federal reviewers will be selected based on their expertise in the domestic violence field, as well as their expertise in implementing services for and responses to children exposed to domestic violence.

The peer-review is one aspect of the selection process. The results of these reviews will assist the Administration on Children Youth and Families, FYSB Senior Management and program staff in considering competing applications. The selecting official may take into account geographical dispersion, program balance, diversity, and feasibility of proposed project.

The evaluation criteria were designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to an application that is responsive to the evaluation criteria within the context of this program announcement.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

Unsuccessful applicants will be notified in writing subsequent to negotiations and the final determination of awards.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

Grantees will be bound by those provisions of the FVPSA which are generally applicable to all recipients of FVPSA funding, including but not limited to those provisions in 42 USC 10406 and 10421.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. Agency Contacts

Program Office Contact

Allison Randall
ACF
ACYF
FYSB.HQ
Portals
1250 Maryland Ave., S.W.
Washington, DC 20024
Phone: (202) 205-7889
Fax: (202) 401-7038
Email: Allison.Randall@ACF.hhs.gov

Office of Grants Management Contact

Lisa Dammar

ACYF Operations Center
c/o Master Key Consulting
Attention: FV/Leadership Opportunities
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities
homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov)
http://www.grants.gov/applicants/email_subscription.jsp.

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
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Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.

Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission due by date of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.

on the Standard Form (SF) 424 at item 19.		
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.

Signature

Date: 06/11/2010

Bryan Samuels
Commissioner
Administration on Children, Youth and Families